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Secretariat

1 August 2008

Secretary-General's bulletin

Joint Negotiation Committee for the Field

The Secretary-General, pursuant to staff regulation 8.2 and staff rule 108.2, promulgates the following:

Section 1
General

The Joint Negotiation Committee for the Field is established for the purpose of having an equitable and effective mechanism for staff-management relations on issues involving internationally and locally recruited staff in United Nations peace operations.

Section 2
Purpose

As the joint staff-management mechanism for negotiation between representatives of staff and the administration, the Committee shall identify, examine and resolve issues through mutual agreement relating to staff welfare, including conditions of employment and of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). It is understood that preliminary agreements of the Committee which have Secretariat-wide implications shall be referred to and considered by the established Secretariat-wide joint staff-management mechanisms before a final decision is taken.

Section 3
Membership, meetings and participation

3.1 The Committee shall consist of four members representing the administration and four members representing the staff. The four members representing the administration shall normally be the Under-Secretary-General for Field Support, the Assistant Secretary-General for Field Support, the Director, Field Personnel Division, Department of Field Support, and the Assistant Secretary-General for Human Resources Management. The four members representing the staff shall normally be the two highest-ranking members of the United Nations Staff Union, representing locally recruited staff in the field and the two highest-ranking members of the Field Staff Union, representing international staff in the field.

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3.2 Meetings of the Committee shall be held as required, but normally no less than twice a year, with a prepared agenda and supporting documentation which shall be issued seven calendar days before each meeting. The agenda shall provide for any other business of an urgent nature to be discussed. Emergency or informal meetings may be called by members, as required. Meetings will be convened at a field duty station, with the use of video teleconferencing facilities in the event of emergency sessions or if special circumstances prevent the participation of any member at the field duty station.

3.3 Subject to prior notification, an alternate may be designated as necessary to attend a specific meeting. The alternate should normally be:

(a) In the case of the staff, another elected staff representative at an appropriate rank;

(b) In the case of the administration, the deputy or officer-in-charge of the department or office concerned.

3.4 The parties shall be entitled to have advisers in attendance at meetings of the Committee, who shall have the right to speak. The parties shall give the other side a minimum of seven days' notice of their intention to invite such advisers to the meeting, except in the cases of emergency or informal meetings, in which case notice shall be given when calling for the meeting.

3.5 The administration and the staff shall alternately preside at the meetings of the Committee.

3.6 The Committee shall nominate a staff member as a candidate for the position of Secretary of the Committee and forward the nomination to the Secretary-General for designation, pursuant to staff rule 108.2 (e). The Secretary of the Committee shall be responsible for convening meetings, preparing the agenda in consultation with the members and preparing and circulating minutes. Minutes shall be subject to the agreement of the Committee and will be signed by the Chairperson of the meeting at which they are agreed.

Section 4
Procedures

The Committee shall:

(a) Establish its own rules of procedure;

(b) Establish such subsidiary bodies as it deems necessary to assist it when considering specific issues;

(c) Be assisted by a secretariat consisting of such staff members as may be necessary for the Committee's proper functioning. The Committee secretariat shall also service the subsidiary bodies of the Committee.

Section 5
Agreements and minutes

5.1 Agreements of the Committee shall be implemented by the responsible parties. Agreements shall normally have an implementation date. The Committee shall monitor the agreements reached and report progress on implementation, as required. It is understood that agreements can be reached only on matters for which the

Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice.

5.2 Minutes of each formal meeting of the Committee and its reports shall be circulated to all Committee members and on the Department of Peacekeeping Operations Intranet.

Section 6
Final provisions

The present bulletin shall enter into force on 1 August 2008.

(*Signed*) **Ban** Ki-moon
Secretary-General